



**MOOR HOUSE SCHOOL & COLLEGE  
RESIDENTIAL CARE DEPARTMENT  
JOB DESCRIPTION**

**JOB TITLE:** Residential Care Worker

**RESPONSIBLE TO:** Head of Residential Care Department  
Ultimately Principal

**JOB SUMMARY:**

As a Key-worker to a group of students it is essential that you strive to ensure a high quality of care practice is maintained and developed within the School and 6<sup>th</sup> Form. Therefore a working knowledge of the National Minimum Standards for Residential Schools is required, as is a proven record of good practice and experience of a residential setting.

It is a requirement of all staff within the School to work collaboratively with colleagues from all departments and with representatives from those external agencies with whom they come into contact as part of their duties.

It is a particular requirement to work collaboratively within a multi-disciplinary team, which may include staff in the departments of Residential Childcare, Educational Psychology, Medical support, Occupational Therapy, Speech and Language Therapy and Teaching.

Collaborative working must be student centred, respecting and making use of each staff member's expertise. It is likely to involve (i) regular liaison and discussion (ii) shared observation and assessment (iii) the joint designing, recording and evaluation of an individual student's Care Plan (iv) multi-disciplinary working in the classrooms and groups elsewhere such as K College or Hadlow College.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Support and assist the Head of Care in the daily running of the department.
2. Observe and integrate within everyday practices the principles of the Children Act and Every Child Matters.
3. To be conversant with all other relevant legislation, both locally and nationally.
4. To carry out the duties of a Key-worker in promoting a caring environment and providing a high standard of care.
5. Initiate and implement individual care plans.
6. To set high standards of personal behaviour and professional conduct by personal example and encouragement.



7. Work in accordance with the school multi-disciplinary approach to its pupils needs:
  - (i). Attending meetings as deemed appropriate by the Head of Department or The Principal.
  - (ii) Attend training as necessary.
  - (iii) Maintaining records, contributing to and writing reports as required.
  - (iv) Undertaking and receiving supervision and annual appraisal.
  
8. Maintain efficient two-way communication between the Residential Care Department and:-
  - (i) Other departments in the School,
  - (ii) Parents/carers
  - (iii) The local community
  - (iv) Referring local authorities
  
9. Assist the Head of Department with the induction and training of new staff.
  
10. Maintain high standards of safety and observe good practice in relation to health
  
11. To ensure that the students achieve and maintain a high standard of behaviour, courtesy and politeness.
  
12. Perform a range of delegated duties on a regular basis compatible with the role in consultation with The Head of Department.
  
13. To seek guidance on and become familiar with school policies, follow established procedures and adhere to current legislation.
  
14. To respect and maintain the confidential nature of the work.
  
15. To undertake sleeping-in duties as required. (not applicable to Agency staff)
  
16. To undertake basic sign language training.
  
17. To undertake Fire Warden training as required.
  
18. To complete the CWDC Induction programme within 6 months of commencing. (not applicable to Agency staff)
  
19. To undertake other such duties and responsibilities as may be determined from time to time by The Head of Department.